



DELAWARE JUDICIARY SUPERIOR COURT

(This position is exempt from the State of Delaware Merit System
and the Judicial Branch Personnel Rules)

Posting #SC0601N11

CHIEF STAFF ATTORNEY

Opening Date: 06/01/2011

Closing Date: 08/15/11

A Vacancy Exists

Salary: \$93,309 Pay Grade SMV A20*

Recruiting For: SUPERIOR COURT

Location: Work location will be established.

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This position works within the Superior Court and serves at the pleasure of the President Judge. Working under the supervision of the President Judge, this position is responsible for legal and administrative duties, as required. These include; conducting legal research; reviewing legal documents; drafting legal memoranda, administrative policies, reports and other documents; serving as staff for internal and external committees; assisting with development of legislation; providing legal advice and guidance to the President Judge, the individual Judges and Prothonotaries of Superior Court for efficient and expeditious handling of criminal and civil matters and to provide guidance and assistance to the Superior Court Administrator's Office. Additionally, this position shall work on special projects assigned by the President Judge and will work at a court-wide level. This employee must have excellent communication skills.

Minimum Qualifications: Please address each item separately in your cover letter, which must be accompanied with a copy of your resume. Failure to meet the qualifications listed below in any one area may result in a rating of "not qualified," and failure to address each item separately may result in disqualification.

1. Graduation from an accredited law school and minimum of five years of work experience as an attorney.
2. Admission to the Delaware Bar, with certification of good standing status.
3. Excellent research and writing skills.
4. Outstanding analytical and problem solving skills.
5. A legal writing sample of at least five pages must be submitted as an attachment to the resume.

Preferential Requirement:

Preference will be given to those candidates possessing knowledge of labor law.

CONDITION OF HIRE

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

BENEFITS:

To learn more about the comprehensive benefit package please visit the web-site at

<http://ben.omb.delaware.gov/programs/index.shtml>.

SELECTION PROCESS

The application is evaluated based upon a rating of training and experience.

Submitting Your Resume:

Resumes may be submitted by any one of the methods listed below prior to the closing date stated on this announcement.

1. Mail your resume to:

Superior Court of Delaware
New Castle County Courthouse
500 N. King Street, Suite 2850
Wilmington, DE 19801

2. Fax your resume to: (302)255-2350, Attention: Human Resources

3. Send your resume as an e-mail attachment with the words "Resume Form" in the subject line to:

apps.superior@state.de.us

Attachments to Resumes:

- Resumes will not be accepted unless accompanied by the 5 page legal writing sample.
- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your resume prior to the closing date.
- Resumes or additional information will not be accepted after the closing date.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service, please call (302)739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer